DOCUMENT RESUME

ED 386 206 IR 055 623

AUTHOR Tan, Wendy
TITLE Resources Guide for Outsourcing Cataloging.
INSTITUTION City Univ. of New York, N.Y. Hunter Coll. Library.
PUB DATE [95]
NOTE 13p.
PUB TYPE Reference Materials - Directories/Catalogs (132)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Cataloging; Contracts; Library Materials; Library Technical Processes; *Private Agencies
IDENTIFIERS *Outsourcing

ABSTRACT

Outsourcing cataloging is becoming popular in the library profession, but a directory of cataloging agencies is still lacking. Only a few cataloging agencies are well-publicized, and it is hoped that this directory of 23 agencies will promote a competitive open market, thereby serving as a form of quality assurance. Cataloging services are divided into two sections: (1) cataloging agencies, which normally provide cataloging service based on shelflist cards or title pages, for which book processing is not listed as an option; and (2) book jobbers, for which acquisitions seems to be the major service, but which also provide cataloging and book processing as requested. Each cataloging agency entry includes a brief summary of company background and client base; address; telephone and fax number; materials cataloged; costs; and other services offered, when appropriate. Book jobber entries provide an address and telephone and fax numbers only. (MAS)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED 386 206

Resources guide for outsourcing cataloging
Compiled by Wendy Tan

I. Preface

For the past two years, considerable attention has been directed toward outsourcing cataloging in libraries. Library administrators have been eager to explore the possibility of contracting out their cataloging service. As a matter of fact, the concept that cataloging is a dispensible operation is not entirely new. Ever since the introduction of OCLC and other bibliographic utilities in 1970's, the status of professional catalogers has been challenged and downgraded in many libraries. Undoubtedly library catalogs still play an important role in offering service to patrons, but, due to the capability of shared information, creating a catalog doesn't require a whole lot of professional knowledge any more. To some extent, it is as easy as pressing a few computer keys. Consequently, some privately-owned cataloging agencies have been formed to provide cataloging service to libraries. Because of their effective personnel management and efficiency in production, agencies are able to minimize their operational cost and charge a relatively low fee for service. Along with the constant threat of shrinking budget, there are increasing number of library administrators favored this avenue of saving by contracting out cataloging service entirely or partially. As a result, it has been a common phenomenon that cataloging departments in libraries have been downsizedor even eliminated.

If this is an inevitable trend for our profession, then it is

IR055623

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
☐ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Wendy Tan
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC).

BEST COPY AVAILABLE

our responsibility to ensure the quality of these services is maintained by the agencies.

While there are quite a few cataloging agencies in the market, to the best of my knowledge only a handful are well publicized. As of now their service are reportedly satisfactory. However, if most libraries utilize the same agency and the demand becomes overwhelming, the quality of their service will be comprised. In my opinion, keeping a competitive open market is a precautious measure, and also serves as a form of quality assurrance.

Since I failed to locate a directory of cataloging agencies through an extensive search among library literature, I feel compelled to put together one. I hope this will assist and encourage our fellow librarians to "shop around" and find the best service for their needs.

The names of these agencies and vendors were obtained from various sources. To make sure the information provided here is correct, I spoke to one of their sales representatives for each company either on an occasion of exhibits or over the phone. It goes without saying that the quality of their services must vary from one to another, but I don't intend to make any comments on this aspect. There are two types of service:

1. Cataloging agencies: Normally they provide cataloging service based on shelflist cards or title pages, and book processsing is not listed as an option.
2. Book jobbers: Acquisitions seem to be the major service, but they can also do cataloging and book processsing as requested.

II. Cataloging agencies

AMIGOS Bibliographic Council, Inc.

AMIGOS is one of OCLC networks in Texas, but they serve OCLC members and non-members alike for cataloging services.

Address: 12200 Park Central Drive, Suite 500
Dallas, TX 75251

Phone no.: (214)851-8000 or (800)843-8482

Fax no.: (214)991-6061

Materials cataloged: all formats

Costs: a customized proposal will be provided upon receipt of a completed questionnaire with samples.

Other services: OCLC activities and other database preparation services.

Cassidy Cataloging Services, Inc.

Established in 1985, it serves 50 clients, mostly law firms.

Address: 111 Frank E. Rodgers Blvd. South
Harrison, NJ 07029

Tel. no.: (201)481-0900

Fax no.: (201)481-9110

Materials cataloged: all formats

Costs: billed by the reocrd and by the hour for onsite work. Projects are priced individually depending on size and specs.

Catalog Card Company

Founded in 1965, basically not a cataloging agency, CCC has been known for producing card kits from their Dewey/Sears and LC databases. They also convert shelf list cards into MARC records from their databases, and they support all library autiomation systems and all union catalogs.

Address: 12221-M Wood Lake Drive
Burnsville, MN 55337

Phone no.: (612)882-8558 or (800)328-2923

Fax no.: (612)882-1504

Costs: per MARC record $0.46
pocket (includes spine labels) $0.21
spine label sets (2 labels) $0.15
card sets $0.61
shelflist card $0.15
barcode ("smart") labels $0.05

CLASS/A.S.I.A.

C.L.A.S.S is a self-supporting membership network. Founded in 1981, A.S.I.A. Technical Service Center of CLASS provides services to libraries in acquisitions and cataloging of some Asian language materials.

Address: 1415 Koll Circle, Suite 101
San Jose, CA 95112-4698

Phone no.: (408)453-0444 or (800)488-4559

Fax no.: (408)453-5379

Materials cataloged: all formats

Language specialty: Chinese, Japanese, Korean and Vietnamese.

Costs: all Materials except video $12.50

video cassettes $20.00

Handling fees are 2% of material fees (minimum of $2.00)

Special requirement: actual items should be shipped there for catloging.

Costabile Associated, Inc.

CAI was established in 1974. Currently they have a staff of 12-15 professional librarians.

Address: 4800 Montgomery Lane, Suite 1050

Bethesda, MD 20814

Tel no.: (301)986-8560

Materials cataloged: all formats.

Costs: prices are established on an individual contract basis.

Other services: indexing and abstracting support; conducting library management seminars & workshops.

Coutts Library Services

Founded in 1969, Coutts maintains offices in Niagara Falls, New York and Niagara Falls, Canada. Key members of their staff are professional librarians. They serve about 80 academic libraries worldwide.

Address: 1823 Maryland Ave.

P.O. Box 1000

Niagara Falls, NY 14302-1000

Phone no.: (716)282-8627 or (800)772-4304

Fax no.: (905)356-5064

Materials cataloged: monographs

Costs: $1.05/MARC record (not modified)

$3.65 and up/customized MARC

$9.50 and up/MARC record (original)

Other services: Acquisitions of books in English and French.

The Electronic Scriptorium, Ltd.

Founded in 1992, Scriptorium works with several monasteries located throughout the United States. The depth and breadth of knowledge and foreign language abilities with the monasteries are a rich resource. All work is reviewed by professional librarians. They have served over 50 libraries all over the country.

Address: 108 Terminal Drive

Sterling, VA 20166

Phone no.: (703)471-8062 (Eastern Office)

(505)434-0009 (Western Office)

Fax no.: (703)471-6795

Materials cataloged: all formats

Costs: the fee is very reasonable but not standard (Depends on library cataloging requirements) price quates are available upon completion of the request form.

Library of Congress Cataloging Distribution Service

LC Cataloging Distribution Service offers this service which is called Select MARC retrospective conversion service. Library of Congress USMARC books, serials, maps, music and visual materials files (more than 4 million records) will be used to search for information.

Address: P.O. Box 75680

Washington, DC 20013-5680

Phone no.: (202)707-6100 or (800)255-3666

Fax no.: (202)707-1334

Costs: $0.02 per record (information sent to L.C. on diskettes)

$0.01 per record (information sent to L.C. on tape reels or tape cartridges)

$0.08 per reocrd (photocopies of shelflist cards)

Library Systems & Services

Founded in 1982, it serves over 30 libraries across the U.S. and around the world. Their services cover a wide spectrum of library management.

Address: 200 Orchard Ridge Drive

Gaithersburg, MD 20878

Phone no.: (301)975-9800 or (800)638-8725

Fax no.: (301)975-9844

Materials cataloged: all formats

Costs: price quotes provided upon request

Other services: authority control service, system design, development & integration.

Marcive, Inc.

Established around 1969, Marcive provides a diversity of services to libraries and book distributors.

Address: P.O. Box 47508

San Antonio, TX 78265-7508

Phone no.: (210)646-6161 or (800)531-7678

Fax no.: (210)646-0167

Materials cataloged: all formats

Costs: very low prices, but vary from one client to the other depeding on individual circumstances quotes are available upon completion of request form.

Other services: GPO on CD-Rom; authority control service; also has an arrangement with sereral book jobbers to provide customized catalog cards. MARC records, and labels to their customers.

OCLC, Inc.

Eastablished in early 1970's, OCLC has become the largest bibliographic database in the world. In terms of cataloging services, they provide many options. RETROCON and TECHPRO are online customized services; MICROCON, MICROCON*PRO, FULLMARC, TAPECON are batch conversion services. Basically, retrospective conversion is the main goal of services. However, more and more libraries also contract out their cataloging needs with TECHPRO service on an ongoing basis.

Address: 6565 Frantz Rd.
Dublin, OH 43017-3395

Phone no.: (800)848-8286

Materials cataloged: all formats

Costs: quotes available upon request.

Pro Libra Associates Inc.

This is a library oriented multi-service company. They provide a wide range of support activities. Cataloging is one of their services.

Address: 6 Inwood Place

Maplewood, NJ 07040

Phone no.: (201)762-0070 or (800)262-0070

Materials cataloged: all formats

Costs: depends on requirements. Quotes available upon request.

Other services: archive organization, barcoding, inventory, relabeling, and task cost analysis, etc.

Special Libraries Cataloging, Inc.

Established in 1979, it has six librarians who work from home regularly, and also has additional people who can be enlisted if necessary. It serves over 50 libraries internationally.

Address: 4493 Lindholm Rd., R.R. #1

Victoria, BC V9B 5T7

Canada

Phone no.: (604)474-3361

Fax no.: (604)474-3362

Materials cataloged: all formats

Costs: Retrospective conversions: $6.00 per title

Current acquisitions: $8.00 ($12.00 for unusual material such as legal materials requiring Canadian KF)

Foreign language books: $8.00 for Roman languages, $12.00 for non Roman languages.

Non-print formats: $8.00 per title.

WLN MARC Record Service (MARS)

Begun in mid-1970's, WLN was originally the Washington Library Network. However, 3 years ago, WLN completed a transition to a

private non-profit corporation and offers a full spectrum of services to libraries.

Address: P.O. Box 3888
Lacey, WA 98503-0888

Phone no.: (800)342-5956

Fax no.: (206)923-4009

Materials cataloged: all formats

Costs: quotes available upon request.

III. Book jobbers

The average cost for a circulation kit (shelflist card, borrower's card, pocket with date due grid, 2 spine labels) processing is $0.70-$1.00; Theft detection is $0.40-$0.50. They also offer catalog cards, MARC records etc. A detailed catalog which describes their services and prices will be sent upon request.

Ambassador Book Service

Address: 42 Chasner St.
Hempstead, NY 11550

Phone no.: (516)489-4011

Fax no.: (516)489-5661

American Econo-Clad Services

Address: P.O. Box 1777
Topeka, Kansas 66601

Phone no.: (913)233-4252 or (800)255-3502

Fax no.: (800)628-2410

Bound to Stay Bound Books

Address: 1880 West Morton
Jacksonville, IL 62650

Phone no.: (800)637-6586

Fax no.: (800)747-2872

Brodart Co.

Address: 500 Arch St.
Williamsport, PA 17705

Phone no.: (800)233-8467

Fax no.: (717)326-6769

Follett Services

Address: 4506 Northwest Highway
Crystal Lake, IL 60014-9986

Phone no.: (800)435-6170

Fax no.: (800)852-5458

Hispanic Books Distributors

Address: 1665 W. Grant Rd.
Tucson, AZ 85745

Phone no.: (602)882-9484 or (800)634-2124

Fax no.: (602)882-7696

Lectorum Publications, Inc.

Address: 111 8th Ave., Suite 804
New York, NY 10011

Phone no.: (212)929-2833 or (800)345-5946

Fax no.: (212)727-3035

Perma-Bound Library Services

Address: East Vandalia Rd.

Jacksonville, IL 62650

Phone no.: (217)243-5451 or (800)637-6581

Fax no.: (217)243-7505 or (800)551-1169

Professional Media Service Corp.

Address: 13620 S. Crenshaw Blvd.

Gardena, CA 90249

Phone no.: (800)223-7672 or (310)532-9024

Fax no.: (213)532-0131 or (310)532-0131

Interests: Cassettes, tapes, CD, Laser discs